

PASTRY CHEF SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4836(0729)	Assistant Pastry Chef	10	380	6 mo.	12/12/97
0731	Pastry Chef	10	380	6 mo.	12/12/97

Promotional Line: 354

Series Narrative

Employees in this series are responsible for, or assist in, the preparation and service of gourmet pastries and other foods for catering functions and special pastries for meals/banquets.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Pastry Chef

4836(0729)

Employees at this level assist in the preparation and service of gourmet pastries and other foods for catering functions and special pastries for meals/banquets. The employees work under direct supervision of a pastry chef..

An Assistant Pastry Chef typically--

1. assists in the preparation of pastries and desserts for catering operations
2. assists in the preparation of dessert items for dining services units and specialty restaurants
3. assists in preparing items for the Pastries-to-Order program
4. assists in the standardization of recipes and quality control of the products
5. recommends improvements in food preparation methods to obtain better products
6. assists in the implementation of the budget
7. may assist in ordering food and supplies in accordance with established procedures
8. assists in the maintenance of proper sanitation techniques and practices
9. as requested, may serve food
10. performs other related duties as assigned

Level II: Pastry Chef

0731

Employees at this level are responsible for the preparation and service of gourmet pastries and other foods for catering functions and special pastries for meals/banquets, for training hourly and supervisory

personnel in creative pastry preparation and presentation, and for the operation of a pastry shop and sales outlet. The employees work in conjunction with, and under the direction of, a designated administrator (such as those in catering, special events, test kitchen, and /or residence halls).

A Pastry Chef typically--

1. assists in planning, coordinating, and directing a food service catering operation, particularly as it relates to pastries and desserts
2. assists in planning, coordinating, and directing specialty pastry programs
3. researches current trends for pastries and desserts; assists in the development and standardization of recipes
4. orders and/or requisitions food and supplies in accordance with established specifications
5. practices good public relations with students, guests, and university personnel
6. provides adequate information to food service units regarding menu changes and individual catering problems
7. prepares recommendations for improvements in catering procedures necessary to maintain an efficient operation and good customer relations
8. assists in planning and implementing a marketing strategy for catering services available, especially as it relates to specialty pastry programs
9. makes budget recommendations regarding food cost and labor cost; follows and implements the budget as established for the catering operations by the catering manager
10. oversees the service standards as they relate to catering, special events, and specialty pastry programs
11. supervises clerical staff or lower rank employees as assigned
12. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Assistant Pastry Chef

4836(0729)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation:
 - (a) credit for college course work in the culinary arts
 - (b) vocational or on-the-job training in the culinary arts and/or work experience in large scale cooking in a variety of food areas and cuisine

that totals 1.0 unit according to the following conversion rates:

30 semester hours of "a" that includes some training in baking = 1.0 unit

9 months of "b" that includes some training/experience in baking = 1.0 unit.

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of food preparation and service techniques, including baking
2. knowledge of catering service and specialty restaurants
3. skill in the operation and maintenance of large scale kitchen equipment, with emphasis in the baking area
4. ability to be flexible under strict timeframes
5. ability to communicate and work with others

Level II: Pastry Chef

0731

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of the training/experience requirements listed for the Assistant Pastry Chef
2. two years of highly skilled work experience in the preparation and presentation of upper-end gourmet pastries and desserts *in addition* to the training/experience listed in #1 above

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of food preparation, sanitary handling of food, and service techniques
2. knowledge of marketing strategies
3. skill in good record keeping and concise report preparation
4. skill in dealing with people in a service operation specifically related to catering and specialty restaurants

5. skill in researching current trends to write and standardize recipes for pastries and desserts
6. supervisory ability
7. ability to interpret and work within pre-established budget